

## **BUILDING PERMIT DOCUMENTATION REQUIREMENTS**

1. **Application for Building Permit:** Complete all relevant portions of this form. This must include the “Real Estate Index Number”, the “Total Cost” of construction, and the “Signature” of the owner or owner’s agent. All contractor names, addresses, telephone numbers, and license numbers (where shown) are required before building permit issuance.
2. **Plat of Survey:** Provide three recent complete plats of survey with original signature and seal of an Illinois licensed land surveyor. The plat must show the legal description, the interior angles or property line bearings, and the property corners staked.
3. **Site Plan:**
  - **Building Permit:** Provide two copies of the site plan showing the location of all existing and proposed structures with distances shown from all existing lot lines. The architectural plans may include this drawing.
  - **Site Development Permit:** Provide two copies of the site development plan showing existing and proposed topography, regrading, land clearing, and all other relevant landscaping features. This plan must be signed and sealed by an Illinois licensed engineer or landscape architect.
4. **Architectural Plans and Specifications:** Provide two sets of plans of the proposed construction, with original signature and seal of an Illinois licensed architect. At minimum, plans and specifications must contain sufficient information to complete the Plan Review Record in conformance with the currently adopted codes (with amendments) as follows:
  - 1990 BOCA National Building Code 1987 National Electric Code
  - 1979 CABO One & Two Family Dwelling Code 1998 Illinois State Plumbing Code
  - 1978 BOCA Basic Mechanical Code 1993 BOCA National Fire Prevention Code
5. **Septic System Plans and Specifications:** Provide three design plans, two Results of Percolation Tests, and two Application for Approval of Sewage Disposal System (use “Cook County Dept. of Public Health” form). All documents must have original signature and seal of an Illinois licensed professional engineer. **Note: The Percolation Test must be “witnessed” by the Village. The Village “witness” fee is \$100 paid prior to the test.** Plans, specifications, and percolation tests must conform to Village Building Regulations (Section 4-2-7).
6. **Supporting Documents:** The use of floor or roof trusses, retaining walls, three story buildings, or extraordinary designs will require plans and/or calculations by the appropriate design professional. Also, other relevant data may be required including list of [Heritage Trees](#) as may be found on the property.
7. **Application Processing Fee** (Non-refundable, applied toward Building Permit fees):
  - (A) Single Family Residence \$ 500
  - (B) All Other Applications \$ 100
8. **Overweight Permit:** Village staff will complete this form if required.

### **NOTICE:**

The Village of Barrington Hills' Building Code requires that the applicant furnish a "spot" survey, prepared by an Illinois licensed land surveyor, showing the location of the foundation after the foundation for a new building or any addition has been completed. In the event that such survey is not filed within fifteen (15) days after said foundation is completed, all further work shall cease until said survey is filed (4-1-2,E).

Since the exact date each foundation is completed is unknown, the spotted survey will be required prior to any backfill operation. If no backfill inspection is required, such as a crawl space, slab on grade, pole building or swimming pool, the spotted survey is required no later than fifteen (15) days after the footing inspection and before any further work is commenced. Nothing short of full compliance will suffice!